

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

SECRETARY 1 (confidential) – OC102770

SOUTHEASTERN MENTAL HEALTH AUTHORITY

HUMAN RESOURCES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Secretary 1 and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below.

Location: 401 West Thames St., Building 301, Norwich, CT

Job Posting No: OC102770

Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: \$ 41,440.00 - \$ 55,466.00

Posting Date: November 12, 2014

Closing Date: November 19, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties will include: Greets and directs visitors and/or employees responding to various types of issues and making referrals as appropriate; answers phones and takes messages; answers questions requiring knowledge of facility as well as human resources policies and procedures and labor relations matters; processes mail by prioritizing and routing to appropriate staff; manages multiple calendars and schedules building meetings; ensures work space, computer and other equipment is properly installed and software ready for new employees; orders, receives and organizes supplies for office staff; maintains filing system; typing a variety of materials from rough copy including correspondence, memos, reports, forms, documents, etc.; review and correct drafts for compliance with originals; enters and retrieves data on computer terminals; maintain logs; sets up and maintain records and Human Resources files according to established procedures; complete the processing forms for CORE-CT transactions; assists staff with FMLA, assist and train staff on CORE Self-Serve and E-Pay; assigns and requests Rater Codes for billing purposes and credentialing; transcribes and records labor management minutes, receives, sorts and distributes mail; assists in or maintains inventory and orders supplies; maintains Human Resources bulletin boards, job posting boards, maintains staff calendar(s); maintains In-Service documentation; licenses; service ratings; etc.; performs related duties as required.

Knowledge and demonstrated utilization of Microsoft Office Suite i.e. Word, Excel, Visio, PowerPoint, and Access and strong customer service skills preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner

Human Resources 4th Floor

410 Capitol Avenue,

Hartford, CT 06106

Fax: (860) 418-6697

Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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